

ATTENDANCE POLICY

Attendance is expected and required. Three classes may be missed for whatever reason without penalty. Each absence beyond the three allowed will result in the deduction of 1 point from your course average (100 points possible). On the positive side, you will get $\frac{1}{3}$ point extra credit for each SOMS meeting that you attend this semester – up to a maximum of 3 points.

EXAMS, PROJECT(S), and ASSIGNMENTS

Course evaluation will include one midterm exam, a final exam, at least one team project, and problem assignments. Group work is required for the team project(s), and strongly encouraged and recommended for problem assignments. Students will be assigned to teams of 3 or 4 members for both problem assignments and the project.

Exams

Material for exams will come from the lectures, and the problem assignments. Do not neglect either of these in your preparation for exams. During each exam, it is permissible to use a calculator and one 8.5"x11", double-sided page of **crib notes**. The **proposed** exam schedule is given below:

Mid-term:

Tuesday, October 16

Final:

Monday, December 10 (11:30 am - 2:00 pm)

The final will **NOT** be comprehensive. However, the instructor may offer a comprehensive final exam to students who perform poorly on the mid-term.

Team bonus: groups that average 80% or higher on an exam will receive a bonus of 3 points per group member on that exam!

Team Project(s)

Team projects require the spreadsheet application of an algorithm to one of a number of possible multiple machine problem environments. Further details will be made available separately.

Problem Assignments

Problem assignments will be graded. All assignment submissions will be evaluated on their correctness; i.e., simply attempting to complete the work, while relevant, is not the primary measure of performance. **In addition, as part of the problem assignment grade, students may be called upon to present their solutions in class.**

NOTES:

- While students are encouraged to work in groups to discuss, brainstorm ideas for, or double-check their work on these assignments, all students must perform and submit their own papers.
- Photocopied work will be given a 0.
- **Assignments are due at the beginning of class and will not be accepted at any other time – there are NO EXCEPTIONS.**

MAKE-UP POLICY

Missed exams and assignments may be made up within one week of their due date if the instructor is presented with a valid, verifiable written excuse. Otherwise, a grade of 0 will be assigned. Please inform the instructor as soon as possible concerning a potential conflict with the stated exam dates. Make-up exams need NOT be identical in content to regularly scheduled exams.

GRADING

Your final average for the course will be determined by one of the following equations:

$$\begin{array}{l} \text{Final Average} = \\ \text{Final Average} = \end{array} \begin{array}{l} \mathbf{0.25} * \text{Midterm} \\ + \mathbf{0.35} * \text{Final Exam} \\ + \mathbf{0.15} * \text{Team Project(s)} \\ + \mathbf{0.2} * \text{Assignment Percentage} \\ + \mathbf{0.05} * (\text{best exam score}) \end{array} \quad \text{or} \quad \begin{array}{l} \mathbf{0.10} * \text{Midterm} \\ + \mathbf{0.50} * \text{Final Exam [Comprehensive]} \\ + \mathbf{0.15} * \text{Team Project(s)} \\ + \mathbf{0.2} * \text{Assignment Percentage} \\ + \mathbf{0.05} * (\text{best exam score}) \end{array}$$

where Assignment Percentage is $100 \times$ [the total of your graded problem assignments divided by the total possible points]. In other words, exams represent 60% of your grade, the team projects represent 15% of your grade, homework assignments represent 20% of your grade, and 5% of your grade arises from your highest exam score.

DISABILITY ACCESS STATEMENT

To request disability accommodations, please contact the Office of Disability Services at 348-4285. After consultation with that office, contact your professor. However, it is the student's responsibility to make arrangements for the accommodations on a timely basis. Special arrangements for exams must be made at least one week prior to the exam date or your instructor is not required to provide requested accommodations. Any request for special arrangements made less than one week prior to an exam date may not be able to be honored.

SAFETY POLICY

In the event of an emergency, we will adhere to the following actions in accordance with University policies.

FIRE/FIRE ALARM: Evacuate the building and stay out of the building at a safe distance until authorized to return.

TORNADO WARNING: Move to the Lower Level, inside classrooms, offices or corridors. Remain until the warning has expired. Classes are cancelled until the warning expires.